

## Online Learning Coordinator

### Job Description

|   |  |
|---|--|
| <b>Position: Online Learning Coordinator</b>                      | <b>Department: Esperanza College</b>     |
| <b>Reports to: Associate Dean of Academic and Student Success</b> | <b>FLSA Status: Exempt</b>               |
| <b>Created: March 7, 2023</b>                                     | <b>Classification: Regular Full-Time</b> |

Esperanza College of Eastern University, a faith-based higher education institution located in the heart of Philadelphia, has an opening for a full-time (40 hours/week) Online Learning Coordinator. This position is part of the college's Title V project, a five-year grant funded by the U.S. Department of Education seeking to strengthen the institution and improve educational access and success by expanding quality online education. This position is funded through September 2027.

The Online Learning Coordinator (OLC) supports Esperanza College in its expansion of online curricular programming and improved online instruction. This individual is responsible for the implementation of best practices in online learning, supporting the development of online curricular programming, and coordinating faculty training.

### Responsibilities

- Schedules professional development sessions with external consultants to facilitate faculty training in use of Quality Matters (QM) principles, Peralta Online Equity Rubric and other tools to ensure courses are designed, developed, and implemented in alignment with best practices and effective instructional design in online education.
- Ensures faculty training plans include intentional focus on creating inclusive online courses that foster equitable intercultural learning and promote diversity and inclusion.
- Coordinates faculty development training schedule in conjunction with the Associate Academic Dean.
- Guides Esperanza College faculty through a process of assessing and addressing existing disparities within online learning environments to ensure the safeguarding and bolstering of all online learners.
- Leads and supports faculty in the development, conversion, and the piloting process of courses to online delivery according to Esperanza College's Title V implementation strategy.
- Engages faculty in course conversion process by providing ongoing training and support, and facilitating the use of varied multimedia tools, techniques, strategies, and pedagogical approaches.
- Works in collaboration with the Title V Multimedia Instructional Designer and Academic Program Directors to ensure integration of appropriate technology within online course content (BrightspaceD2L Management Learning System and other multi-media resources.)

- Supports the development of new academic programs for online delivery that are sustainable, responsive to industry trends, and relevant to Esperanza College's student demand and career opportunities.
- Applies data-based decision making (DBDM) conceptual framework to evaluate effectiveness of each newly developed and/or revised for online delivery course.
- Participates as required in continuous evaluation of activities (collection, analysis, and utilization of high quality and timely data) to evaluate effectiveness/efficiency and to ensure long-term sustainability.
- Ensures alignment of activities—faculty training and online course development, conversion and piloting process with set measurable objectives timelines and outcomes.
- Completes monthly progress reports related to Title V objectives
- Assists Title V Project Director in preparing for yearly External Evaluation
- Maintains Title V documentation, filing and electronic record keeping as per grant and Esperanza College procedures.
- Attendance to meetings and/or conferences focused on Hispanic Serving Institution and/or online course design and online instructional pedagogy. Approval based on budget considerations.
- Assist in project communications and information sharing as requested.

### **Qualifications Required**

- Master's degree from accredited college or university in instructional design, technology, pedagogy, or related field
- Demonstrated current knowledge of curriculum design, relevant computer hardware, software, learning management systems and web resources
- Demonstrated knowledge of inclusiveness theory and practice in an educational setting preferred
- Minimum five years' successful work experience, preferably in a higher education setting
- Demonstrated mastery of verbal and written communication

Interested candidates may email resume and cover letter to Shelby McMillian at [smcmillian@esperanza.us](mailto:smcmillian@esperanza.us).